



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122C	Manual Of Requirements For Resource Family Parents	2/13/2012
Subchapter:	2	Licensing Procedures	
Section	1	Application for a license (N.J.A.C. 10:122C-2.1)	

§10:122C-2.1 Application for a license

(a) An applicant for an initial license shall submit a completed application to the Department or contract agency.

(b) An applicant for an initial license shall be:

1. At least 18 years of age; and
2. A resident of the State of New Jersey.

(c) If there is more than one resource family parent applicant in the household, the applicants shall submit a single application for a single license.

1. Each applicant shall meet all requirements for licensure.
2. When a couple lives together, both partners shall be considered to be resource family parents who shall meet the requirements contained in this chapter.

(d) The applicant shall cooperate with the Department or contract agency in the completion of all components of the application and home study process within the time limits established by the Department. The components of the application and home study process for an initial license shall include:

1. Inspection of the resource family home and surrounding area by the Office of Licensing, Division or contract agency representative;
2. Interviews with each resource family parent, child and other household member;
3. Completion of a home study by the Division or contract agency, as specified in N.J.A.C. 10:122C-5.3;
4. Completion of pre-service training, as specified in N.J.A.C. 10:122C-5.6; and
5. Completion and submission by the applicant of the following:

- i. A Resource Family Parent Home Study/Licensing Application;
- ii. Consent for release of information;
- iii. Medical, personal, employment, school/day care, and child care references, as specified in N.J.A.C. 10:122C-5.2;
- iv. Information necessary for a State and Federal Criminal History Record Information background check pursuant to N.J.S.A. 30:4C-26.8 for each applicant and household member 18 years of age or older, each new adult household member and each household member who reaches 18 years of age, as specified in N.J.A.C. 10:122C-5.4;
- v. Information necessary for a Child Abuse Record Information background check for each applicant and household member 18 years of age or older, each new adult household member and each household member who reaches 18 years of age, as specified in N.J.A.C. 10:122C-5.5;
- vi. Disclosure of any convictions for crimes or disorderly persons offenses for each applicant and each household member 14 years of age or older;
- vii. A Resource Family Parent Agreement, which includes the applicant's agreement to attend to the child's health and dental care and to provide services as reflected in the Agreement and as appropriate to each child placed in the home;
- viii. An agreement not to use unacceptable methods of discipline, including corporal punishment, hitting and shaking, abusive language, ridicule, humiliation, other forms of degradation, deprivation of meals or sleep, forcing a child to do strenuous physical work or exercise, denying the child communication or mail, removing or threatening to remove the child from the home, denying or threatening to deny family visits, or denying the child access to needed treatment services or medication; and
- ix. A statement of financial resources.

(e) An applicant seeking to provide kinship care, as specified in N.J.A.C. 10:122C-1.2(b)3, may be approved by the Division to care for a child prior to the issuance of a license, provided that all of the following conditions are met:

1. A life/safety inspection of the home by the Division or contract agency reveals no health, safety or fire hazards in the physical facility of the home and the premises where the home is located;
2. A check of the Division's records of child abuse and neglect reveals that no adult residing in the home has been responsible for an incident of sexual abuse of a child or an incident of child abuse or neglect that caused serious injury or harm to a child, or has caused death to a child

through abuse or neglect, or has put a child at risk of serious injury or harm;

3. A check of court records (known as a PROMIS/GAVEL check) reveals that no person residing in the home has been convicted of a crime specified in N.J.S.A. 30:4C-26.8; and

4. The applicant submits a Resource Family Parent Home Study/Licensing Application within five days following the placement of a child in the home. The Division shall begin the home study immediately after approving the application. If the application is denied, the Division shall identify an appropriate alternative placement for the child.

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